

**ANNUAL PROCUREMENT PLAN FOR 2014
For Common-Use Supplies and Equipment**

INSTRUCTIONS IN FILLING OUT THE ANNUAL PROCUREMENT PLAN (APP) FORM:

- Select the appropriate worksheet depending on the nearest Regional/Provincial Depot in your area.
- For Sub - Depots please refer to the following (Arranged/ Classified according to commonality of freight cost):
 - Bukidnon, Puerto Princesa Palawan, Biliran, Borongan, and Misamis Occidental (Oroquieta) - **Region XIII**
 - Misamis Oriental, Calbayog, and Bontoc - **Regions VI, VII, VIII, X, & XI**
 - Surigao Del Norte - **Surigao Del Norte**
 - Camiguin - **Camiguin**
- Indicate the agency's **monthly** requirement per item in the APP form. The form will automatically compute for the Total Amount per item and the Grand Total.
- APPs are considered incorrect if: a) form used is other than the prescribed format downloaded at philgeps.gov.ph and; b) correct format but fields were deleted and inserted in Portion A of the APP. The agency will be informed by e-mail if the submission is incorrect.**
- For Other Items not available from the Procurement Service but regularly purchased from other sources, agency must specify/indicate the item name under each category and unit price based on their last purchase of the item/s. These items will be evaluated by the Procurement Service and may be considered Common Supplies or Equipment (CSE). Items will be added to the electronic catalogue / virtual store as soon as it is procured and made available by the Procurement Service.
- Submit the duly accomplished APP form in one (1) hard copy (duly signed by Agency officials) to the Agency's respective Budget Management Bureau in the DBM Central Office or to the DBM Regional Office AND email at app@procurementservice.org or at app.psdmb@yahoo.com.
- Consistent with DBM Circular No. 2011-6, the APP for FY 2014 must be submitted on or before November 15, 2013.
- As an eligibility of the Performance Based Bonus (PBB) for 2013, the APP should be posted in the Agency Transparency Seal.
- Rename your APP file in the following format: APP2014- Name of Agency- Region (e.g. APP2014 -PS- Central Office).
- For further assistance/clarification, agencies may call the Planning Division of the Procurement Service at telephone nos. (02)561-6116 or (02)689-7750 loc. 4021.

Department/Bureau/Office: **BAYAWAN WATER DISTRICT**

Region: VII

Address: Lot 1 Block N Gaspar Vicente Subdivision

Villareal, Bayawan City, Negros Oriental

Contact Person: **FREDERICK Z. REAL**

Position: **Sr. W/SMM A / Procurement Officer-designate**

E-mail : Frederick.real@yahoo.com

Telephone/Mobile Nos: (035) 430-0361

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT	
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total				
A. AVAILABLE AT PROCUREMENT SERVICE STORES																		
COMMON COMPUTER SUPPLIES/CONSUMABLES																		
1. DVD RECORDABLE, 16x speed, 4.7GB capacity	piece	5														5	10.21	51.03
2. INK CARTRIDGE, HP 51645A (HP 45), black, for HP Deskjet 710c, 720c, 820cxi, 830c, 850c, 870cxi, 880c, 890c, 895cxi, 930c, 950c, 960c, 970cxi, 990cxi, 1000cxi, 1120c, 1125c, 1180c, 1220c, 1600c, 1600cm, 6122, 9300, HP Officejet G55, G85, G95, K60, K80, r45, r65, t45, t65 All-in-One HP Officejet Pro 1150c, 1170c, 1175c All-in-One, HP Photosmart P1000, P1100, P1215, P1218	cart	1														1	1,375.92	1,375.92
3. TONER CARTRIDGE, TN-3250, low yield, for Brother HL5350DN	cart	1														1	3,914.82	3,914.82

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
4. RIBBON CARTRIDGE, Epson C13SO15506(7753) Fabric, for printer LQ 300/300-II & 580	cart	24													24	127.76	3,066.34
COMMON OFFICE SUPPLIES																	
1. AIR FRESHENER, 280mL/can	can	4			4			4							16	93.91	1,502.59
2. ALCOHOL, 70%, ethyl	bottle	15													15	40.13	601.97
3. CARTOLINA, assorted color, 20s/pack	pack	2													2	74.26	148.51
4. CORRECTION TAPE, disposable, usable length of 6 meters(min), 5mm width	pair	50													50	13.65	682.50
5. DATA FOLDER, w/ finger ring, (3" x 9" x 15")	piece	100													100	65.52	6,552.00
6. INDEX CARD, 3" x 5", ruled both sides, 500s/pack	pack	4													4	49.69	198.74
7. INDEX CARD, 5" x 8", ruled both side, 500s/pack	pack	1													1	135.41	135.41
8. MARKING PEN, whiteboard, black	piece	5													5	12.88	64.42
9. MARKING PEN, whiteboard, blue	piece	5													5	12.88	64.42
10. MARKER, permanent, black	piece	10													10	15.29	152.88
11. MARKER, permanent, blue	piece	10													10	15.29	152.88
12. NOTE PAD, (2"x3"), 100 sheets/pad	pad	12													12	33.85	406.22
13. PAPER, multicopy, 210mm x 297mm(A4), 80gsm	ream	20						4							24	111.71	2,681.03
14. PAPER, thermal, 216mmx30M, 1/2" core	roll	10													10	36.58	365.82
15. PAPER CLIP, gem type, jumbo, 48mm, 100s/box	box	12													12	12.39	148.68
16. PAPER CLIP, gem type, 32mm, 100s/box	box	12													12	6.97	83.66
17. PENCIL, lead, w/eraser, one(1) dozen per box	box	4													4	25.01	100.04
18. PUSH PIN, flat head type, assorted colors, 100s/case	case	5													5	21.24	106.21
19. RECORD BOOK, 300 pages, Smythe sewn	book	10													10	52.42	524.16
20. RUBBER BAND, 1.0mm min thickness, min. 350grams/box or approx 220pcs	box	4													4	108.09	432.35
21. TAPE, transparent, 24mm, 50 meters	roll	20													20	16.16	323.19
22. TOILET TISSUE, 12 rolls/pack	pack	12													12	70.98	851.76
COMMON JANITORIAL SUPPLIES																	
1. BATHROOM SOAP, 70gms.	piece	4													4	24.02	96.10
2. BROOM, soft (tambo)	piece	10													10	92.82	928.20

3. BROOM, STICK (tingting)	piece	10													10	24.02	240.24
4. DETERGENT POWDER, all purpose, 500gms.	pouch	20													20	23.48	469.56
5. DUST PAN, non-rigid plastic, with detachable handle	piece	2													2	34.94	69.89
6. INSECTICIDE, 600mL (420g) /can	can	4													4	120.12	480.48

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		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
7. RAG, COTTON, (7") in diameter	kilo	2													2	43.68	87.36
8. TOILET BOWL & URINAL CLEANER, 900ml	bottle	6													6	50.23	301.39
9. TRASHBAG, plastic, black, (XL), 10 pcs per pack per roll	roll	6													6	151.46	908.78
LEGAL SIZE PAPER																	
1. PAPER, multicopy, legal, for laser printing	ream	20													20	127.24	2,544.78
COMMON OFFICE EQUIPMENT																	
1. AIRPOT, 4.0 liters, w/ dispenser	unit														0	1,365.00	-
2. Printer, laser, Brother	unit														0	4,905.00	-
2. FACSIMILE TRANSCIEVER, uses thermal paper, 50m/roll, for documents 216mm x 600mm, 15 sec, transmission speed, running width 208mm, document feeder holds 10 pages, with automatic, paper cutter, redial, and fax/tel switchover	unit														0	3,740.10	-

B. GOODS ARE NOT AVAILABLE AT PROCUREMENT SERVICE STORES

COMMON OFFICE SUPPLIES																	
1. Columnar book, 5 columns	pc.	6													6	30.00	180.00
2. Columnar book, 12 columns	pc.	5													5	35.00	175.00
3. Columnar book, 16 columns	pc.	5													5	50.00	250.00
4. Correction pen	pc.	12													12	85.00	1,020.00
5. Epson LQ-300 ribbon	pc.	24													24	65.00	1,560.00
6. Folder, long blue	pc.	24													24	6.50	156.00
7. Folder, long pink	pc.	24													24	6.50	156.00
8. Folder, long red	pc.	24													24	6.50	156.00
9. Folder, long yellow	pc.	24													24	6.50	156.00
10. Rechargeable Battery, AA	pc.	1													1	117.39	117.39
11. Staple wire, #10	box	5													5	20.00	100.00

12. Stapler #10	pc.														0	65.00	-
13. Thumb tacks	box														0	3.68	-
14. Ordinary ballpen, blue	doz.	5													5	33.00	165.00
15. Cartridge Toner, Kyocera, Taskalfa 180	drum				1										1	6,950.00	6,950.00

C. GOODS ARE NOT AVAILABLE AT PROCUREMENT SERVICE STORES

Item & Specifications	Unit of Measure	Quantity Requirement														** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total			
COMMON OPERATION AND MAINTENANCE SUPPLIES																	-
B.I. Mechanical Coupling 2"	pc.	6			6			6							24	1,800.00	43,200.00
B.I. Mechanical Coupling 2½"	pc.	2													2	2,400.00	4,800.00
B.I. Mechanical Coupling 8"	pc.				2										2	8,000.00	16,000.00
Brass Ball Valve W/Lockwing ½", good quality	pc.	100			100			80							280	180.00	50,400.00
Brass Ball Valve W/Lockwing 1", good quality	pc.	10													10	600.00	6,000.00
Brass Faucet	pc.	100			150										250	145.00	36,250.00
C.I. Saddle Clamp 2" x ½" w/groove for rubber O-ring	pc.	70						70							140	180.00	25,200.00
C.I. Saddle Clamp 3" x ½" w/groove for rubber O-ring	pc.	30						30							60	320.00	19,200.00
Compression Coupling w/lock O-ring ½", ISO	pc.	300				400									700	55.00	38,500.00
Compression Coupling w/lock O-ring 1", ISO	pc.	70						50							120	85.00	5,950.00
Compression Coupling 1 ½" w/lock O-ring ISO	pc.	30													30	250.00	7,500.00
Compression Male Adaptor ½" w/lock O-ring ISO	pc.	200		200		300		600							1200	35.00	42,000.00
Compression Male Adaptor ¾" w/lock O-ring ISO	pc.	40			40										80	50.00	4,000.00
Compression Male Adaptor 1 ½" w/lock O-ring ISO	pc.	30													30	180.00	5,400.00
Compression Male Adaptor 1 ¼" w/lock O-ring ISO	pc.	20													20	150.00	3,000.00
Compression Male Adaptor 1" w/lock O-ring ISO	pc.	100			80										150	50.00	7,500.00
Extendable Plastic Repair Clamp, 2"Ø x 12"	pc.	20													20	590.00	11,800.00
G.I. Bushing ¾" x ½", good quality	pc.	105													105	20.00	2,100.00
G.I. Bushing 1" x ½", good quality	pc.	100													100	30.00	3,000.00
G.I. Bushing 1¼"Ø x 1", good quality	pc.	20													20	55.00	1,100.00
G.I. Coupling ½", good quality	pc.				100			150							250	18.00	4,500.00
G.I. Coupling ¾", good quality	pc.	40													40	30.00	1,200.00
G.I. Coupling 1 ½", good quality	pc.	15													15	55.00	825.00
G.I. Coupling 1 ¼", good quality	pc.	10													10	45.00	450.00
G.I. Coupling 1", good quality	pc.	50			50										100	50.00	5,000.00
G.I. Coupling 2", good quality	pc.	20													20	50.00	1,000.00
G.I. Cross Tee, 2"Ø x 2"Ø, good quality	pc.	10													10	300.00	3,000.00
G.I. Elbow ½" x 90°, good quality	pc.	200			300			400							900	25.00	22,500.00
G.I. Elbow ¾" x 90°, good quality	pc.							60							60	30.00	1,800.00

G.I. Elbow 1" x 90°, good quality	pc.	10						80							90	45.00	4,050.00
G.I. Elbow 1¼"Ø x 90°, good quality	pc.	20													20	60.00	1,200.00
G.I. Elbow 1½"Ø x 90°, good quality	pc.	20													20	80.00	1,600.00
G.I. Elbow Reducer ¾" x ½", good quality	pc.	0		200				50							250	30.00	7,500.00
G.I. Elbow, 2"Ø x 45°	pc.	12													12	170.00	2,040.00
G.I. Elbow, 2"Ø x 90°	pc.	10													10	160.00	1,600.00
G.I. Nipple 10" x ½" Threaded both ends Sch.-40	pc.	200			300										500	45.00	22,500.00
G.I. Nipple 20" x ½" Threaded both ends Sch.-40	pc.	100			150										250	90.00	22,500.00
G.I. Nipple, ½"Ø x 3", sch.-40, standard	pc.	40													40	35.00	1,400.00
	pc.														0	40.00	-

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G.I. Nipple, 1"Ø x 4", sch.-40, standard	pc.	40													40	50.00	2,000.00
G.I. Nipple, 2"Ø x 3", sch.-40, standard	pc.														0	120.00	-
G.I. Pipe 1"Ø x 6 meter, standard, sched.-40	pc.	5			5										10	1,300.00	13,000.00
G.I. Pipe 2" x 6 meter, standard, sched.-40	pc.	5													5	1,600.00	8,000.00
G.I. Plug ½", good quality	pc.	20		100		100									220	15.00	3,300.00
G.I. Plug ¾", good quality	pc.	100		50											150	20.00	2,000.00
G.I. St. Elbow ½", good quality	pc.				100			100							200	25.00	5,000.00
G.I. St. Elbow 1", good quality	pc.			50											50	60.00	3,000.00
G.I. Tee ½", good quality	pc.	70			60										130	25.00	3,250.00
G.I. Tee 1", good quality	pc.	75			50										125	55.00	6,875.00
G.I. Tee 1½"Ø, good quality	pc.	10													10	85.29	852.90
Gravel	pc.	2													2	780.00	1,560.00
Hacksaw Blade, good quality	pc.							50							50	70.00	3,500.00
P.E. Compression Coupling ½" CTS w/ o-ring lock	pc.	40			35										75	55.00	4,125.00
P.E. Compression Male Adaptor ½" CTS w/ o-ring lock	pc.			50											50	40.00	2,000.00
P.E. Saddle Clamp 1" x ½" ISO, good quality	pc.	50													50	100.00	5,000.00
P.E. Saddle Clamp 1¼"Ø x ½"Ø, ISO	pc.	4													4	150.00	600.00
P.E. Saddle Clamp 1½"Ø x ½"Ø, ISO	pc.	20													20	120.00	2,400.00
P.E. Tubing ½" x 300 meters ISO SDR-9 Atlanta	pc.	2100		1200		1800		2100							7200	20.00	144,000.00
P.E. Tubing 1" x 100 meters ISO SDR-9 Atlanta	pc.	600			400			300							1300	55.00	71,500.00
Portland Cement	pc.	50			50										100	235.00	23,500.00
PVC Clamp ½"	pc.							400							400	2.50	1,000.00
PVC Elbow ½" Plain	pc.	50													50	12.00	600.00
PVC Elbow w/thread ½"	pc.	50													50	12.00	600.00
PVC Female Adaptor ½"	pc.	50													50	12.00	600.00
PVC Pipe ½"	pc.	50													50	70.00	3,500.00
PVC Tee ½", plain	pc.	49													49	15.00	735.00

Sand	pc.	14													14	500.00	7,000.00
Solvent Cement, 100cc	pc.	20													20	100.00	2,000.00
Teflon ½", good quality	pc.	300		360		300			399						1360	19.00	25,840.00
Water Meter, ½", ARAD	pc.	50			50										100	1,650.00	165,000.00

COMMON CHEMICALS and FILTERING MATERIALS																	
1. Chlorine Granules, 70% Made in Japan (Blue Packing)	drum	10		10		10		10		10		10		60	6,200.00	372,000.00	
2. Redicult	bags	1						1						2	6,385.00	12,770.00	
3. Table Salt	bags	350			350			350					350	1400	245.00	343,000.00	
4. Resin	li	375												375	200.00	75,000.00	
5. Muriatic Acid	cont.	5												5	550.00	2,750.00	

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6. Chlorine Reagent, Ortholidine, 500ml	bot.	1						1							2	600.00	1,200.00
7. Aluminum (Tawas)	bags	10														2,500.00	25,000.00

***GRAND TOTAL:	1,823,578.61
.....	
TOTAL W/ 10% ADDITIONAL PROVISION FOR INFLATION	182,357.86
.....	
APPROVED BUDGET:	2,005,936.47
.....	

*Other categories that are not indicated herein
**Prices are FOB Manila/Applicable for items under A.
***Grand total for items under A and B

We hereby warrant that the total amount reflected in this Annual Supplies/ Equipment Procurement Plan to procure the listed common-use supplies, materials and equipment has been included in or is within our approved budget for the year.

Item & Specifications	Unit of Measure	Quantity Requirement													** PS Price Catalogue as of (07.11.13)	TOTAL AMOUNT
		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total		

Prepared by:

Certified Funds Available /
 Certified Appropriate Funds
 Available:

Approved:

FREDERICK Z. REAL
 Sr. W/SMM A / Procurement Officer-Designate

GINALYN P. PIOSCA
 Division Manager C

ALMA L. ABRASALDO
 General Manager c

Date Prepared: September 30, 2013

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1,875,640.69

1,823,578.61

170,512.79

1,994,091.40

